

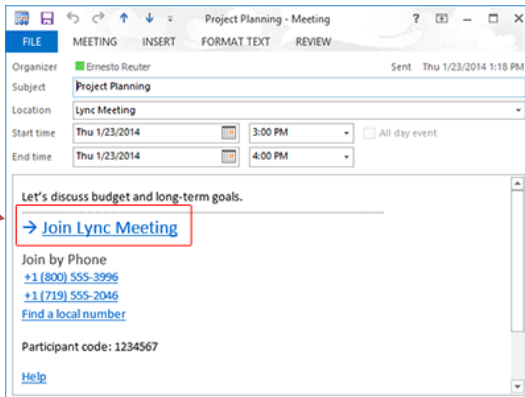


External and Co-Existence Users Connecting to a Lync Meeting

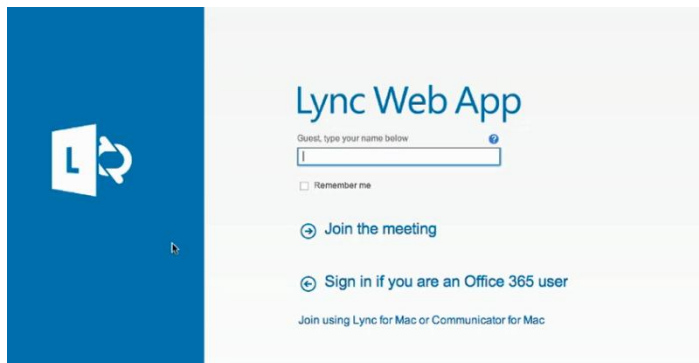
Join Lync Meeting & Test Connection

If you don't have the desktop version of Lync or don't have a Lync account, you can use [Lync Web App](#) to join a Lync Meeting from your browser.

1. Go to **Outlook > Calendar**, open the Lync Meeting request, and select **Join Lync Meeting**.



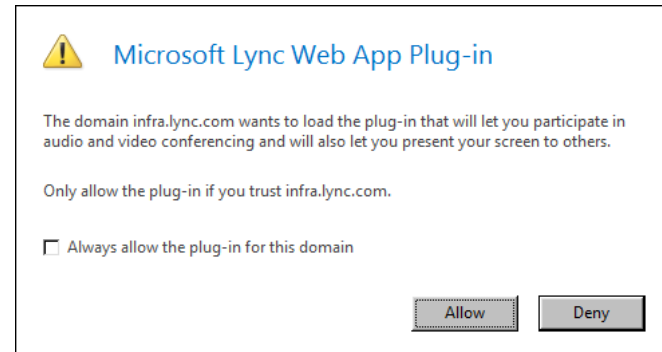
2. Enter your name, and then select **Join the meeting**.



3. Install the **Lync Web App plug-in**

The Lync Web App plug-in is required for audio, video, and screen sharing. You only need to install it once.

Follow your browser's instructions for downloading and installing the Plug -in. For example, in Internet Explorer, select **Run** when you see the alert at the bottom of the browser window.



4. In the Lync Web App plug-in security alert, select Always **Allow**.

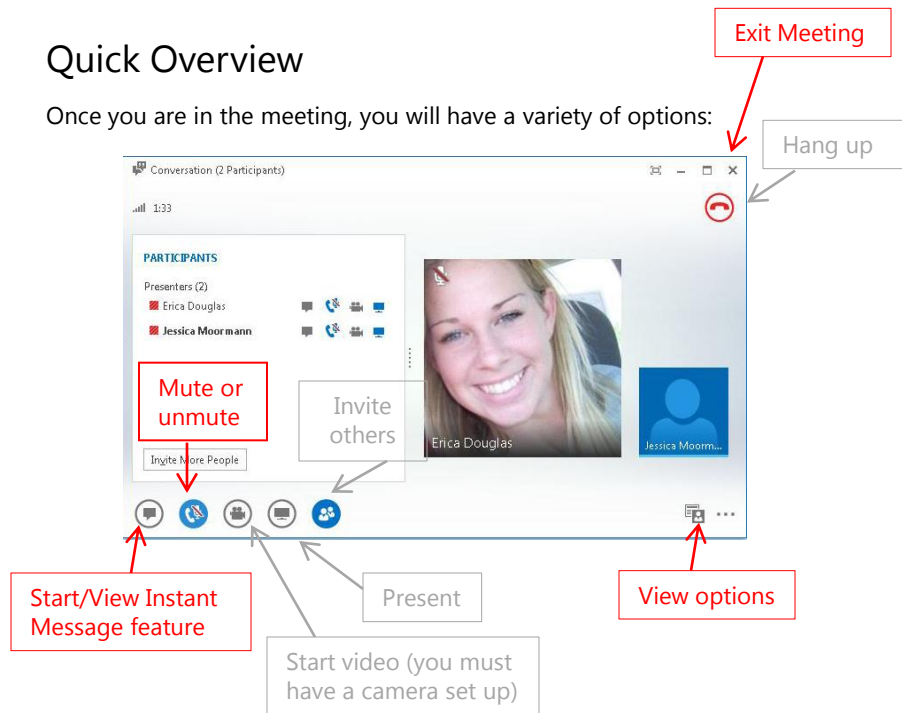
In the Windows Firewall security alert, it's OK to select **Cancel** if you don't have administrator privileges on your computer.

Important : Install the plug in even if you plan to call in to the meeting by phone. The plug-in is also required for video and screen sharing.

If you've already joined the meeting and the plug-in didn't install, point to the phone icon and select **Call** to start the installation process.

Quick Overview

Once you are in the meeting, you will have a variety of options:



Instant Message

Click the icon to send or read instant messages. This is a good option if you do not have a microphone set up on your computer. It will allow attendees to interact with everyone.

NOTE:

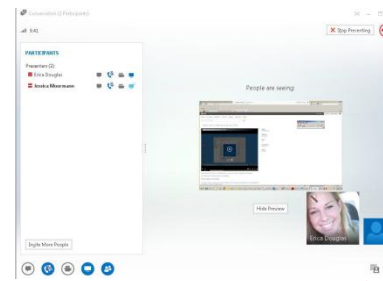
As an External user going through the Lync Web App, your IM will be viewed by the whole group. The private IM function is not available.



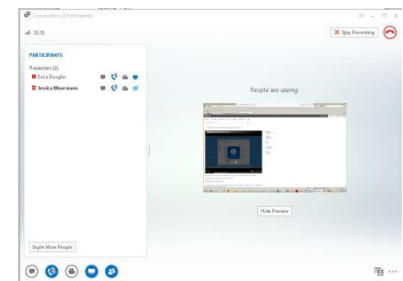
Views

If you have selected Speaker or Presentation View you will be able to see any content that the presenter is sharing. This can be a program, a Lync whiteboard, a PowerPoint, or anything on their desktop.

Speaker View



Presentation View



View options

Compact View

